

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 1/25/22

**Response Deadline:** 1/31/22

<b>Agency:</b> Butler County Department of Job & Family Services – Children Services Division	<b>Job Title:</b> Financial Specialist (02:12102)
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Starting Salary:</b> \$16.88 per hour
<b>Work Location:</b> 300 N. Fair Avenue	<b>Hours of Work:</b> 40 hours/week, M-F 8:00 a.m. – 5:00 p.m.

**Essential Functions:**

- Complete applications and other necessary papers for economic support under foster care maintenance program and ADC-related Medicaid program.
- Determine eligibility and re-eligibility for above programs under various rules, regulations, and standards established for above programs.
- Receive, record, process, and preserve information on individual cases from Children Services' staff and other, and determine eligibility. Responsible for ensuring accuracy and completeness of documentation.
- Prepare reports required by government regarding above programs and other reports on status requested by administration.
- Must become familiar with and work with applicable laws, rules and regulations governing the above programs.
- Must attend agency trainings and other trainings held by state.
- Perform various duties related to above programs and other duties as assigned by Financial Supervisor or Finance Director.

**Required Qualifications:**

- High School graduate (or GED) required and at least six (6) months paid work experience in office setting with personal computer applications on regular basis. Familiar with the operation of various office machines, e.g. typewriter, copier, and calculators. Knowledge of personal computers, e.g. Microsoft applications. Prefer Associate's degree in business or an accounting related area from accredited institution.
- Good attendance, good communication skills and dependable transportation required.
- Honesty, highest personal integrity with demonstrated attention to detail.
- Ability to develop effective working relationships with staff, administration, and other professionals.
- Present a professional image.

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter**

**and Resume To:**

(please indicate Job  
Title in Cover Letter)

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011

Or by email to: [resumes@butlercountyohio.org](mailto:resumes@butlercountyohio.org)  
(please indicate Job Title in subject line)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**